

CHAPTER 24

Registers

1. Indents—The registers prescribed for use in all Civil and Criminal Courts will be obtained from the Controller of Printing and Stationery, Punjab at Chandigarh, to whom indents will be submitted by District and Sessions Judges in accordance with the instructions laid down in the Punjab Printing and Stationery Manual.

2. Binding size, etc.—All registers will be made of convenient sizes with all headings and columns printed and ruled. The paper will be country-milled paper, known as *Badami*, and the binding will be of card board with leather backs and corners in the case of registers which are preserved for 12 years or more, and with *Kharwa* cloth in the case of other registers.

3. Suggestions for alterations—Should any officer desire to suggest alteration of a prescribed register, he should address the District and Sessions Judge who will make such recommendations as he thinks fit to the High Court. In no case should the Controller of Printing and Stationery be addressed direct in such a matter.

4. Explanation of the list given in the Appendix—The registers which have been prescribed by the High Court, with the sanction of the Provincial Government, for adoption in the subordinate Civil and Criminal Courts of the Punjab are enumerated in the appendix to this chapter in which is also indicated the Courts in which each register is to be maintained and the officials who will maintain them. Part I of the appendix enumerates the registers which are reproduced in Volumes VI-A and VI-B, Rules and Orders of the High Court; Part II of the Appendix enumerates the registers which are not reproduced in Volumes VI-A and VI-B but in the other Volumes I to IV. The remarks made in the column of remarks in the appendix should be read with the foot-notes, where they exist, to the registers reproduced in Volumes VI-A and VI-B for instructions as to the manner in which certain registers are to be maintained.

5. Registers to be kept in English—The registers will have headings in English as well as Urdu, and they should be maintained in the former language except when the Presiding Officer of a Court, for reasons to be recorded, permits any of them to be maintained in Urdu.

6. Common mistakes in filling up registers— Presiding Officers must remember that they are responsible to see that the registers of their Courts are correctly and regularly written up. The following is a list of the common mistakes made by officials in writing up registers. Mistakes of this kind must be avoided:

(1) Many registers have no *peshani* or heading at all, while some of them are in such a torn and mutilated condition that they are of no practical value. It is impossible to maintain any register correctly unless it has a regular heading in good condition.

(2) Entries are sometimes made in a running order across several columns. Each individual column must be filled up separately.

(3) Entries do not follow the column headings, but are made regardless of them. This creates confusion.

(4) Some entries are written partly in English and partly in Urdu.

(5) Entries cancelled do not bear any initials.

(6) Persian *raqums* are used in filling some columns. English numerals should always be used.

(7) Entries are sometimes made in pencil which is objectionable.

(8) Separate serial number are not given for each calendar year.

(9) Sometimes the serial number is changed with a change of register; it should only be changed with the new year.

(10) In the several register in which an abstract of the orders passed is to be entered, the entry very often merely says "*dakhal dafter ho*" or "consigned to the record room." This is not sufficient. The particulars of the orders passed should be entered in greater detail so as to show exactly how the case was disposed of or why it was consigned to the record room.

(11) In the several registers in which the name of the Judge or Magistrate deciding the case is to be entered, the name should always be set out in full. Entries saying "Lala Sahib" or "Sardar Sahib" are meaningless and will not be understood after a few years if and when it becomes necessary to find out the name of the Presiding Officer. The name of an English Officer, or of an Indian Officer, who has anglicised his name, should be written in English characters, even if the register is kept in Urdu.

7. All civil and criminal registers shall be consigned to the record room to which judicial files are normally consigned; they should be destroyed under the supervision of the Record-keeper in accordance with the rules contained in Chapter 16-F, Volume IV.

8. The Execution Moharrir of each Court shall be responsible for the same custody of old volumes of civil Register No. 1 till they are consigned to the Record Room. The officials who maintain the other registers shall be responsible for the safe custody of old volumes of them.

9. The following registers shall be consigned to the Record Room 12 years after their completion:

Civil Registers Nos. I and X.

10. The following registers shall be consigned to the Record Room 6 years after their completion:

Civil Registers Nos. II, III, IV, VI, VII, XI, XII, XIII, XIV, XXVI and XXVII.

Note—When Civil Register No. XXVI is sent to the Record Room, entries relating to properties of minors (not accounts) in cases still pending should be copied into the new register.

Miscellaneous Registers A and B

11. The following registers shall be consigned to the Record Room 3 years after their completion :—

Civil Registers Nos. XXV, XXVIII, XXIX, XXX and XXXII.

Miscellaneous Registers C, D, E, F, G, H and I.

Criminal Registers Nos. V, VI, VII, VIII, IX, X and XVIII.

12. The following registers shall be consigned to the Record Room 2 years after their completion :—

Criminal Registers Nos. I, II, III, IV, XI, XII and XVII.

13. The following registers shall be consigned to the Record Room one year after their completion :—

Civil Register Nos. V, VIII, IX, XVI, XVII, XVIII, XIX, XX, XXI-A, XXI-B, XXI-C, XXII, XXIII and XXIV.

14. Criminal Registers Nos. XIV and XV shall be consigned to the Record Room after the expiry of every calendar year; and criminal register No. XIII shall be consigned when it is finished.

15. No register should ordinarily be retained in a Court after the period prescribed for its consignment to the Record Room. If the Presiding Officer of a Court wishes to retain any register for a longer period, he should record his reasons for doing so in writing and communicate them to the Record Keeper concerned.

Note : Appendix of Registers is not being published here.